



# Office of the City Clerk

Weekly Report – for Week Ending April 15, 2016

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Elections:** - Staff has started preparations for the recruiting and application process for over 200 as-needed employees for the upcoming 2017 elections.

The Los Angeles County Registrar-Recorder/County Clerk (RR/CC) reached out to Clerk staff to request the use of City Clerk's warehouse space and equipment in preparation for the June 7, 2016 Presidential election. The LA County RR/CC has already experienced a significant increase in voter registration requests and anticipates needing additional space and equipment between May 1 and June 7 to accommodate an even larger volume as the election nears. The Clerk staff also had provided voter registration assistance to the County in the past and anticipates assisting during this Presidential Election.

The Department of Neighborhood Empowerment is requesting the Clerk to tally the votes for the remaining Neighborhood Council (NC) regional elections. Staff is assessing if the system and ballot templates can be setup in a short period. If the system is not ready, all votes will be counted manually for each NC.

Staff conducted the ballot and provisional ballot tally for Region 2's Studio City NC elections on April 8 and April 12, respectively.

## TOP ITEMS

- *2016 Neighborhood Council Election preparations continue.*
- *The City Clerk will be conducting all tallies henceforth this fiscal year for NC elections.*
- *Recruiting for the 2017 Municipal Elections has begun*
- *Planning for the Neighborhood Council Funding Program for Fiscal Year 2016-17 continues.*

Region	Number of Candidates Pending	Number who Did Not Qualify	Number of Candidate Certified
1	0*	23	167
2	0*	10	74
3	0*	8	136
4	0*	13	139
5	0*	21	217
6	0*	8	136
7	0*	11	177
8	0*	18	173
9	22		67
10	3		40
11	0*	14	243
12	3		45
<b>Totals:</b>	<b>28</b>	<b>126</b>	<b>1,614</b>

\* Filing has closed; no candidates pending.

## Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	43/3
Number of Notices/Publications	45
Number of Contracts Attested	47
Number of Council Files Created	61
Number of Claims Received	119
Number of Referrals	43
Number of Council Meetings	3
Number of Committee Meetings	8



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**Systems** - Staff has been working with the Department of Neighborhood Empowerment (Empower LA) to determine whether to use QuickBooks as the product of choice for a Neighborhood Council accounting system. This decision is critical for the City Clerk since it is expected that Empower LA's funding program will be transferred to the Clerk in 2016-17. The City Clerk System's staff recommends a web portal to be hosted and maintained by the City Clerk with direct access to the Quickbooks (and the Empower LA's QuickBase database).

**Records Management:** The Council file scanning project is wrapping up for this fiscal year, pending the availability of additional funds. To date 6,365 Council files have been provided to the vendor: 4,126 have been imaged, and 2,907 have been linked to the Council File Management System (CFMS). All of the 2004 files now contain a complete file document in CFMS. The 2003 files will be completed by the end of the fiscal year.

## ISSUES

The Council action e-signature routing function was not working properly earlier this week. The Mayor's office was not able to electronically sign the documents. A temporary email group is being used as a work-around solution until the issue is resolved.

Staff continues to work with DONE and Finance to prepare for the functional transfer of Empower LA's funding function in 2016-17. However, there have been delays with both offices regarding the issuance of an RFP and selecting a new bank. These delays are concerns for this Office and staff will continue to press for quick resolution on both these issues.

The Rules, Elections, Intergovernmental Relations, and Neighborhoods Committee held a special meeting on April 13 to discuss governance reform at the Department of Water and Power.

## UPCOMING....

Council will be in recess April 26-29 in observance of Passover.

Budget hearings will commence on April 27 and are expected to run through May 13.